



DEPARTMENT OF THE ARMY
HEADQUARTERS COMMAND (WARRIOR BRIGADE)
Joint Readiness Training Center and Fort Polk
8129 Mississippi Avenue
Fort Polk, LA 71459-5339

AFZX-HC-CO

1 January 2006

MEMORANDUM FOR Warrior Brigade

SUBJECT: Policy Letter 1-7, Temporary Duty Reimbursement and Individual Travel Card Management

1. Purpose. To provide guidance in processing TDY reimbursements, and managing government travel card payment for costs incurred during TDY periods.

2. Since Government Travel Charge Card program began in 1980s, the Army has had problems with delinquent cardholders. This has been a problem for Warrior Brigade. Of our 970 or so cardholders, 5 percent are delinquent on payment of their debts. Each delinquent account represents a soldier or civilian who may be in personal financial trouble. I realize that some cardholders have not been responsible in managing financial affairs, but I believe that most simply need our leadership, guidance and mentoring to prevent them from more serious trouble. We must focus our efforts to prevent delinquencies. Decisive points (critical tasks) for efficient fiscal management are: (1) maintaining visibility of credit card holders, (2) implementing procedures to properly complete travel vouchers, and (3) reconciling TDY missions to accurately capture expenditures. Use the following guidance to augment your efforts in managing TDY reimbursements and the individual travel card program. At end state, Warrior Brigade eliminates delinquent payment cardholders, and maximizes funds programmed for TDY.

a. The hospital and battalions incorporate the Individual Travel Card Program into their in and out processing checklist. All incoming soldiers must inprocess government travel cards through their battalion S-4.

b. Soldiers issued cards have in their counseling packet a signed understanding of correct use of card and their responsibilities. Commanders determine which service members within their commands must have a travel card. It is not mandatory to issue a card to every service member. Personnel, who travel infrequently, defined as less than three times per year, may not warrant the issuance of card.

c. Soldiers are required to submit travel authorizations and vouchers through the Defense Travel System. All personnel must ensure they have a CAC card and pin code to access the DTS System. Split disbursement is mandatory for all TDY. Value added for using this form of payment is DFAS pays the credit card directly and provides balance to service member. This directly reduces delinquent accounts. Each field hospital and battalion develops a reconciliation process that tracks TDY orders issued, confirms mission execution, and verifies soldiers submit travel vouchers. If programmed TDY is not performed or cancelled, then amend orders canceling obligation of funds.